

Resume Worksheet for High-School Students:

Name

Address (just state and zip)

Email address

Objective:

(Example: I want this job because I am interested in further developing my skill set. I always want to better myself.)

Skills: (examples for those with minimal to no work experience)

- **Team Work:** I have played on a soccer team for 7 years which has taught me how to be a team player and collaborate with my peers
- **Public Speaking:** In my debate class I had to speak in front of a large room on many occasions which enhanced my public speaking ability
- **Resilient and Adaptable:** I have moved 6 times in the past 4 years which is taught me to accept change and adapt to new surroundings and expectations.
- **Communication:** I am the mediator in my family and always assist in conflict management and talking through things.
- **Computer Skills:** Adobe Suite, Microsoft Outlook, Excel, PowerPoint and all forms of Social Media

Achievements:

- Example: I created a water filtration system for my local science fair and took 2nd place.
- Example: I have been in Honors English three years in a row now.

Goals:

- 5 year plan: In the next five years I plan to attend Sacramento State University while also working and developing a professional skill set as I pursue my education goals.
- 10 year plan: Over the next ten years I plan to get my bachelor's degree in Computer Science and work for a fortune 500 company that allows me to continue my personal and professional growth.